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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, ICAPS

DATE: 18 August 1947

FROM : Executive for Administration and Management

SUBJECT: Positions to be filled by Detail of Individuals from IAB Agencies

1. The following table shows the allocation of intelligence operational positions in your office to be filled by detail from IAB agencies:

	<u>State</u>	<u>Army</u>	<u>Navy</u>	<u>Air Force</u>	<u>Total</u>
ICAPS	1	1	1	1	4

2. a. Individuals detailed from IAB agencies to ICAPS are:

Donald Edgar - State Department (Returning to State Dept.)  
 Prescott Childs - ordered from State Department  
 Col. Sherman - Army  
 Capt. Doan - Navy  
 Col. Clinch - Air Force

b. 

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3. a. Each IAB agency has been informed of the policy quoted below:

"Nominations will be requested as vacancies are anticipated, and final acceptance by CIG will be subject to:

"a. Statement accompanying nomination to the effect that --

"(1) Based on all agency records and other available knowledge of the individual nominated, he is considered suitable in all ways for intelligence operations involving the highest degree of security.

"(2) He is cleared for TOP SECRET information.

"b. Interview, when practicable, by appropriate CIG officials to determine suitability for position for which nominated.

"c. Date of actually entering on duty being prescribed by CIG to insure provision of sufficient time for such preliminary processing as may be essential to meet CIG requirements."

b. No IAB agency nominee will be permitted to enter on duty in any activity of CIG until notification has been received from the Personnel Branch that all prescribed processing, including security indoctrination, has been completed.

4. a. The Personnel Branch, A&M, has been charged with responsibility for dealing with IAB agencies and handling administrative details in connection with these positions. Requests for action in connection therewith should be directed to the Chief of that Branch.

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- 2 -

b. Immediately after individuals assigned under this authority report for duty, the Office or Staff Section concerned will forward an appropriately completed Form 37-3 to the Personnel Branch, A&M, showing position assignment of the individual concerned so that position control records may be adequately maintained. Changes in assignment will be similarly reported.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Executive for  
Administration and Management

Copies to:

Executive for I&S  
Personnel Br., A&M (2)

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